

Photography and Video policy

Southampton Gymnastics Club

Date	Author	Amendments	Version
		Policy Creation	V1
19.09.17	RW	Policy Review – no changes	V2
25.04.18	CH	Policy Review – updated BG policy name	V3
28.01.25	AR	Policy review- updated	V4

Introduction:

Every member at Southampton Gymnastics Club has the right to be protected from the misuse of photographic and video images of themselves, taken whilst in the care of the club.

This policy is in place to safeguard our members, ensuring that all videos/photographs are taken, stored and used in an appropriate manner; and with no disrespect towards the subject.

We recognise that there is a potential for abuse of any image published on the internet or via other forms of media. Although such mistreatment is rare, we have put this policy in place to reduce any potential risks. Therefore, those creating/managing our website and those that post on social media should carefully monitor their content to eradicate the use of inappropriate images or comments.

Our Photography and Video Policy sets out rules that must be abided by within the club, regarding the use of photography and videos, in order to best protect the welfare of our members.

As Southampton Gymnastics Club is affiliated with British Gymnastics, we also adhere to the conditions that they set regarding the use of photographic or video imagery, found in the British Gymnastics Safeguarding and Protecting Children Policy – Safeguarding Children (Safe Environment).

Risks:

Gymnastics is one of many sports that sees an increased risk, surrounding inappropriate photography. Here is a list of the potential risks of photography and filming at events:

- Children may be identifiable when photographs are shared with personal info
- Direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal info
- Inappropriate photos or recorded images of children
- Inappropriate use, manipulation or copying of images

Reducing Risks:

- The use of photography is strictly prohibited by any persons, including participants, in toilet, shower or changing facilities
- Photography and video recordings must not be taken of participants within the gymnasium unless senior coaches have given permission to do so. If permission is given, photography must only be taken of the parent/carer's child/ren with no other children to be presented within the photo

A consent form must be completed before any participants' have their photographs taken or are involved in any filming. All young people under the age of 18 years must have written permission from a parent/carer in order to have their image taken and/or used; this is to be recorded using a parental permission form.

At Southampton Gymnastics Club, permission for photographs to be taken is asked of as a part of the online participation form which is completed within your account on Love Admin. Please click on the following link to log into your account; <https://app.loveadmin.com/Login/0C1030EAF3479905995788C99B32B7C3.htm>

If and when imagery is published, no personal information is to be shared, other than their first name and the name of the club. It is important that limited details are posed alongside imagery, as there is the potential for people to gather information about the child/young person, prior to preparing them for abuse.

When authorised photographers are invited to events at the club, they must be provided with a written statement of what our expectations are, especially in relation to safeguarding. It is of the utmost importance that photographers are not left unsupervised when working with children/ vulnerable adults; and at no point should anyone, at Southampton Gymnastics Club, approve photography sessions outside of the club.

Use of Imagery:

Storing Images/Videos -

All photographs and/or videos must be stored securely; whether it is a printed copy, or stored electronically. Hard copies of images are to be kept in a locked draw, where electronic copies are to be in protected folders with restricted access. At no point should images be stored on unencrypted, portable equipment such as laptops, memory sticks and mobile phones.

When photos/videos are being taken, whether at an event or as a training aid, avoid the use of personal devices. Only use devices belonging to SGC that are kept secure.

Sharing Images/Videos -

No photographs/videos are to be shared or published on social media, the club website or in a newspaper article; without written permission from the member concerned and their parent/carer (if gymnast is under the age of 18 years). Please note that consent forms for photography and videoing, as training aids, are to be filled out as a part of the gymnast's participation form (any additional filming or photographing must have another consent form filled out). For members that are under a court order, it is vital that no imagery is taken or shared without written consent.

Once appropriate permission is obtained, anyone publishing/sharing the image should understand the risks that accompany images that are shared with personal information. Therefore, limited personal information is to be shared alongside any photograph or video (nothing more than the subject's first name). Furthermore, when sharing images or videos, editing is not forbidden; however, any manipulations that may cause distress or embarrassment to the subject is. If at any point inappropriate images, or comments on images, of members comes to your attention it must be reported to Welfare, who may then inform the relevant authorities.

At events, personal 'Live' streaming is forbidden.

Use of Photography/Videos as a Coaching Aid -

The use of video equipment is a highly valued coaching aid, as it allows gymnasts to see what their performance looks like and allows both coaches and gymnasts to re-watch their performance, recognising any areas for improvement.

However, this can be seen as a safeguarding issue. Therefore, it is of the utmost importance that the coaches at Southampton Gymnastics Club only record or take photos of training on Club devices which are secure. Whilst gymnasts may utilise Club devices to record training for improvement purposes, it is prohibited that gymnasts transfer any such images to their personal devices unless coach consent is given.

When it comes to the use of photography and videoing, it is the responsibility of the coaches in the gym to ensure that the imagery is being used appropriately, for the purpose of improving the gymnasts' performance.

Photography/Videoing at Events:

This section of Southampton Gymnastics Club's Photography and Video Policy concerns all those present at gymnastics events, primarily members of the audience; but also includes photos/videos taken by coaches, club representatives and others involved in the event. It is to be recognised that there is a separate policy for authorised media and commercial photographers, such as DE Photos.

At Southampton Gymnastics Club, we do not aim to prevent the use of photographic and video equipment at events. However, we do aim to take necessary precautions in order to protect children and vulnerable adults from the use of inappropriate imagery.

As Southampton Gymnastics Club is affiliated with British Gymnastics, we are to abide by British Gymnastics Photography Regulations, whereby we must display and adhere to copies of their, most up to date, Conditions for Photography. Therefore, at the beginning of all events, the organiser must announce to all those present (participants, coaches, audience etc.) that:

- Photography/videoing will be taking place at the event
- All conditions set out by British Gymnastics and other conditions specific to that event

- Any photographers that have been authorised to take photographs/videos during the event for commercial use or for any publications
- How to go about reporting any concerns about the actions of any audience member relating to concerns regarding the welfare of children and vulnerable adults
- Identifying the person any concerns, regarding photography or the welfare of children/vulnerable adults, should be reported to
- The use of flash photography is not permitted throughout any stage of the event

If the event organiser/welfare officer suspects the use of inappropriate filming or photography, they are able to exercise their power to request that the person leaves the venue and to surrender any film/delete any images relating to the event.

However, event organisers should recognise that they have no legal power to detain anyone on the property. Therefore, competition organisers and others should be careful that their actions do not put themselves or others at risk. Where there is a genuine concern that a person and the images they have taken may breach the law, relating to the protection and welfare of children, then the police are to be called as opposed to taking any independent action.

For full copy of British Gymnastics Photography Regulations, please Visit:

<https://a.storyblok.com/f/83342/x/b35d2cde1b/photography-policy-v1-0-march-2020.pdf>

Accredited Media and Commercial Photographers: -

Media Photographers – Photographers attending an event representing a National, Regional or local broadcasting media company must identify themselves via identity cards. Do not accept letters of assignment. In the interest of the welfare of children and vulnerable adults, authorisation should be carried out for every event; by means of the British Gymnastics Media Department, using their website accreditation procedure. Once approved, all Media Photographers must wear a 'Media Photographer' pass at all times during the event.

Commercial Photographers – Selected, British Gymnastics approved photography organisations may be permitted to attend events, with a formal agreement; for the purpose of making and selling photographs on site to the audience (as well as later via their website and direct mail). In order for approved commercial photographers to attend events held at by Southampton Gymnastics Club, they must receive an invitation from the event organiser.

**Assisting the event organiser with the implementation of procedures for photography and the use of video cameras at the event and managing any issues that arise out of these policies

**in all Southampton Gymnastics Club documentation, the term 'Adult' refers to all those over the age of 18 years who work or volunteer at the club. And the term 'Child or Young Person' is anyone under the age of 18 years.*